



**Town of Arlington, Massachusetts**  
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## **Accountability Minutes 08/10/2011**

Approved

Arlington School Committee  
District Accountability & Curriculum, Instruction & Assessment Subcommittee Meeting Minutes  
Tuesday, August 10, 2011 @ 8:00 a.m.

### Attendance

Subcommittee Members: Jeff Thielman, Kirsi Allison-Ampe, M.D. , and Bill Hayner.

District Leadership: Kathleen Bodie, Ed.D., Superintendent

SEPAC Representatives: Trish Orlovsky, Lee Ann Pallett, Jerri Newman, Deb Brillati

The meeting was called to order at 8:00 a.m.

- The minutes of the May 23, 2011 Curriculum Accountability meetings were approved. Motion by Mr. Hayner, second by Mr. Thielman, approved 2-0. (Dr. Allison-Ampe arrived shortly after the vote was taken).
- The subcommittee agreed to the following timeline for the selection of permanent leadership for the Special Education Department and to vet job descriptions;
  - **August/September: Superintendent Bodie will meet with consultants from the Walker partnership to evaluate the current structure of the leadership of the Special Education Department and speak to other Superintendents to research the structure of Special Education Leadership in other districts.**
  - **September: Superintendent Bodie and/or designee will meet with SEPAC to provide SEPAC with the opportunity to participate in the formulation of job descriptions and the structure of the leadership of the Special Education Department.**
  - **Late September/early October: Superintendent Bodie will share her preliminary recommendations on the structure and job descriptions for the Special Education Department leadership with the District Accountability & Curriculum, Instruction & Assessment Subcommittee.**
  - **By Thursday, November 10<sup>th</sup> (School Committee meeting): Superintendent Bodie shall propose to the School Committee for its approval job descriptions and a structure for the leadership of the Special Education Department.**
  - **On or about December 1, 2011: Superintendent Bodie will advertise the leadership position of the Special Education Department.**
  - **By the end of January, 2012: Applications for the leadership position will be received, and a Search Committee, which shall include representatives of SEPAC, shall be formed to assist the Superintendent in the selection of the Leader of the Special Education Department.**
  - **By the end of March 2012: Dr. Bodie shall recommend a new Leader of the Special Education**

**Department for approval by the School Committee.**

- SEPAC requested a meeting with the consultant advising Dr. Bodie on the structure of the Special Education Department. Dr. Bodie agreed to speak with the consultant about this, but she pointed out that the consultant is not charging the district. The consultant is from Walker and Associates, the firm that reviewed SPED services at the middle school several years ago.
- The subcommittee discussed the process by which SEPAC will participate in the formulation of the FY '12 District Goals.

**MOTION by Mr. Thielman, second by Mr. Hayner:**

**Moved that the Superintendent and/or her designee is directed, per CMR 604.28.07, to ensure SEPAC's participation in the formulation of proposed goals related to the Special Education prior to the submission of the District Goals to the full School Committee on or before October 1<sup>st</sup> (reference: Policy BDFA-E-2). SEPAC's feedback, if presented to the Superintendent, will be presented to the full School Committee as well.**

**Approved 3-0**

- Dr. Bodie reported that there was no additional information regarding the progress the district made on the FY '11 District Goals. She said that the absence of clerical assistance during the summer made it difficult to gather this information.
- Discussion of District Goals format:
  - The subcommittee is comfortable with the same format used last year:

Goal	Smart Goals- Description	Action Steps	Measure	Completion Comments

- The subcommittee asked that "Measure" substitute "Evidence of Success," the term used in FY '11.
- The subcommittee and Superintendent agreed that there should be as many quantifiable goals as possible, but said that the measures would be both quantitative and qualitative.
- Trish Orlovsky of SEPAC suggested a slightly different format, but advocated strongly for clear, measurable goals. She requested as many quantifiable measures as possible. SEPAC believes that some of the measures (or "evidences of success") from last year were really action steps, such as meetings or participation in workshops. Ms. Orlovsky said the FY '11 goals lacked clarity about target populations, and in many cases no units of measurement were provided, some measures were inappropriate for their stated purpose.
- New Business:

Trish Orlovsky asked about the district's response to a memo sent to Dr. Bodie on July 12, 2011, entitled "Policies & Practices in Special Education." SEPAC presented a list of policy statements. Dr. Bodie said that the memo was helpful and had been discussed at a team meeting .

The meeting adjourned at 9:20 a.m.